

**WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS**

WFT REQUEST FOR UNPAID LEAVE OF ABSENCE

Today's Date: _____

NAME: _____

POSITION: _____

The contract between the Westport School Committee and the Westport Federation of Teachers, Article IX, I *Other Leaves* reads as follows:

1. A member of the bargaining unit shall be granted a leave of absence without pay to serve as an elected official in public office for a period of two (2) years.
2. Leaves of absence may be extended by the School Committee.
3. Upon two weeks' notice, members of the bargaining unit shall have the right of up to five (5) consecutive school days of unpaid personal leave biennially to be scheduled so as not to create a special hardship on the Westport Community Schools. The Superintendent may in his/her discretion approve short term leave on occasion of unforeseen circumstances. No leave under this section may be used to extend a school vacation. Leave under this section shall not be unreasonably denied.

I am requesting unpaid leave under the terms and conditions set forth above, for the following date(s):

Date(s): _____

Signature

APPROVAL GRANTED

Principal/Supervisor

Date: _____

Superintendent of Schools

Date: _____

Comments: _____